

***Central Wisconsin Community Action Council, Inc.***

**EPF&A Committee Meeting Minutes**

***February 10, 2017***

**Present:** Dave Singer, Muriel Harper, Charlie Krupa, and John Earl

**Excused Absence:** Donna Maly

**Staff:** Fred Hebert and Kari Labansky

**Guests:** None

1. John Earl called the meeting to order and roll call was taken with four members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the January 13, 2017 EPF&A Committee meeting.
3. Agency is stable as of this date. The committee recognized the first anniversary of the passing of our former board member, Joan Koscal, recalling her exuberance.
4. Kari Labansky presented a report on the agencies' December cash balances.
5. Board Training was discussed in detail recognizing that Donna had sent to each board member a list of topics desired for selection; March 15<sup>th</sup> was selected as the date beginning at 10:00 am. By consensus the top two topics will be presented - limited or planned for 30 minutes each. Responses are due by Friday, February 17<sup>th</sup>.
6. The Low-Income Board Member selection process will be conducted in March at a food pantry site in each of our five counties. Craig Gaetzke will be coordinating the process.
7. The City of Portage Community Development Block Grant dilemma has been resolved. CWCAC transferred five home rehab mortgages to the City of Portage in exchange for return of an owed \$65,000 for rehabilitation work authorized by our staff that was eventually denied by the Division of Housing. This is a satisfactory solution for both parties (Note: Attached is a Resolution of Agreement not discussed or shared at the EPF&A Committee but should be entered as a document for our Board Meeting proceedings).
8. Our board meeting agenda and format was discussed resulting in the following: a) Redefining "Unfinished Business" and "New Business". New Business should be defined as any topic or related business not previously discussed. Unfinished Business would be Action Items requiring board action, e.g., motions not acted upon previously; and b) Both EPF&A and PBP Committee reports will be condensed to expressions as "highlights" (An assumption is that all board members have read minutes of committee proceedings prior to the board meeting).
9. We await the Division of Housing contract for The John Wenum Family Apartments project with an expectation to begin construction on April 1<sup>st</sup>. Our second senior project designated for the Village of Necedah was discussed concluding that a plan and design should be for an 11 unit of two bedrooms each with attached garages. Various options were reviewed resulting in a consensus to pursue the 11 unit concept.
10. An interested party has expressed interest to purchase our second lot in Mauston. A letter of intent was received on February 9<sup>th</sup> with an offer of \$8,500. By unanimous vote, the committee moved to make a counter offer of \$12,500. This will be presented to the full board.
11. Meeting Adjourned at 12:15 pm – Next Meeting – March 10, 2017 @ 11:00 am